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UNITED STATES DEPARTMENT OF AGRICULTURE
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

Index:
Storage
Special Handling

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 36.2

Turning and Marking Cases of Evaporated Milk

I General

- A. Regional Shipping and Storage Offices are responsible for policing the turning and marking of cases of evaporated milk in warehouses within their region effective July 1, 1945.
- B. The Washington office has released a general notice to warehousemen who have evaporated milk in storage to provide for the turning and marking period July 1 through August 15. A copy of this instruction is attached. Hereafter, the Regional Shipping and Storage offices will arrange for subsequent turnings and markings following instructions from the Shipping and Storage Branch in Washington.

II What Evaporated Milk Shall Not be Turned and Marked

- A. Cases of Evaporated Milk received prior to January 1, 1943 will not be turned or marked.
- B. Cases of Evaporated Milk for which shipping orders have been issued will not be turned or marked.

Note: Vouchers will not be accepted for turning and marking cases of Evaporated Milk on which shipping orders have been issued.
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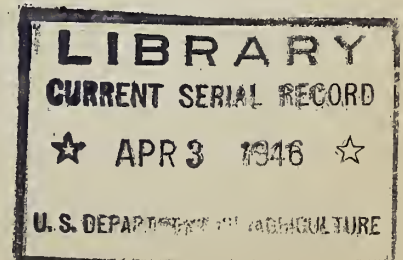
III When to Turn and Mark Cases of Evaporated Milk

- A. After the initial 90-day storage period has elapsed, cases will be turned and marked every 45-day period during the warm months, and each 60-day period throughout the balance of the year.

IV How to Turn and Mark Cases of Evaporated Milk

- A. Warehouseman will turn cases upside down and plainly mark them on top of case, after turning, with the appropriate symbol which is designated in the notice from the Storage Division in Washington to the Regional Offices, from whence the warehouseman is notified.

Distribution Code "A"
June 30, 1945



V Reporting Turning and Marking Evaporated Milk

A. Warehousemen shall:

1. Prepare:

"Warehouseman's Report of Turning and Marking Evaporated Milk" Form FDA-590 will be prepared in triplicate. This report will contain information with reference to:

- a. Manufacturer and FOB Point
- b. Lot No.
- c. Date Received
- d. Car Number and Initials
- e. Date of Turning
- f. Number Cases Stored
- g. Number Damaged Cases Rejected to Carrier
- h. Number Cans Used for Sampling
- i. Number Damaged Cases on Hand from Previous Turning
- j. Number Damaged Cases This Turning
- k. Total Damaged Cases on Hand

2. Distribute:

Original -- to regional office immediately after turning and marking.

Duplicate -- with copy of turning voucher to regional finance office.

Triplicate -- for warehouseman's files.

VI Policing Receipt of "Warehouseman's Report of Turning and Marking Evaporated Milk"

- A. The Regional Shipping and Storage offices are responsible for notifying warehousemen at least 15 days prior to the next turning and marking period. They shall install suitable methods of controlling the receipt of the Turning and Marking Reports, Form FDA-590, and follow up on reports whenever necessary. They shall develop methods and prepare such instructions as may be deemed necessary.

VII Reports Form FDA-590

- A. When received in the Regional Shipping and Storage office should be examined to determine whether any cases have been reported as damaged. If damage is shown:

1. Determine amount of damage and reconditioning charges.

- a. Check with inventory report and warehouse examiner's report.

2. Check turning date to ascertain if it is a warehouse liability.
 - a. Check turning and marking at times required.
3. If milk is properly turned and damage from swells or leakers occurs within 6 months from date of shipment, advise Claims Division of number of cases lost and reconditioning charges so proper claim can be filed against vendor.
4. Advise Shipping Division of status of shipment after advice from Claims Division as to whether vendor will replace or submit their check, or whether liability is denied.
5. If damage occurs after 6 months period and milk has been properly turned, advise Warehouse Supervision Division to inspect or to destroy damaged milk.
6. Reduce inventory and notify Storage Division, Shipping and Storage Branch in Washington by means of "Loss and Damage Ticket".
7. When shipments are received with cases unstrapped, contract should be checked with Procurement and Price Support Branch, and if strapping is specified, advise Claims Division to present claim to vendor.
8. The date of turning and marking is posted on records, and if the milk is not turned or marked according to instructions a letter is written the warehouseman.

VIII Subsequent Notices to Warehousemen for Turning and Marking Cases of Evaporated Milk

- A. The Storage Division, Shipping and Storage Branch in Washington is responsible for furnishing the Regional Office with a sample letter of instructions to warehousemen. Sample letter will contain pertinent information to have the cases turned during the designated period, and will specify the marking symbol to be placed on cases after turning. This letter will be reproduced by Regional Offices and distributed by them to all warehouses storing evaporated milk.

- B . Information will be sent by the Storage Division, Shipping and Storage Branch in Washington to the Regional offices sufficiently in advance to enable the Regional Offices to have instructions in the hands of Warehousemen at least 15 days prior to the initial date of the turning and marking period.

H. B. [unclear]

Chief, Shipping and Storage Branch